

Subject: General Office Duties (or life after Amy)

From: Suzanne Holley <sholley@downtownla.com>

Date: 04/24/2017 04:51 PM

To: Brian Raboin <braboin@downtownla.com>, Carol Schatz <cschatz@downtownla.com>, Elan Shore <eshore@downtownla.com>, "Elisabeth Cutler" <ECutler@downtownla.com>, Henna Sherzai <HSherzai@downtownla.com>, Joan Noble <jnoble@downtownla.com>, Julia Marino <JMarino@downtownla.com>, Kevin Begovich <kbegovich@downtownla.com>, Michael Filson <MFilson@downtownla.com>, Nick Griffin <ngriffin@downtownla.com>, Ron Colcol <RColcol@downtownla.com>, Jessica Lall <JLall@ccala.org>, Joanne Danganan <jdanganan@ccala.org>, Lena Mulhall <lmulhall@ccala.org>, Marie Rumsey <MRumsey@ccala.org>, Nhien Lasky <nlasky@ccala.org>, "Shane Phillips (sPhillips@ccala.org)" <sPhillips@ccala.org>, Shawn Bratton <sbratton@ccala.org>

All,

With Amy now gone, we will be splitting up her various responsibilities. The attached outlines how this will be done. Please note that this includes a weekly rotation of kitchen and supply room clean up / maintenance / stocking. The schedule is listed below and will be posted on the refrigerator. If you'd like guidance on the routine, please see Lena for CCA and Mike for DCBID. Most importantly, if everyone endeavors to clean up after themselves and stock supplies (like paper towels) as needed, it will go a long way in making this an easier task for everyone.



Thank you all kindly! Your assistance and cooperation are greatly appreciated!

Suzanne Holley

SVP & Chief Operating Officer

 <https://www.downtonla.com>

Downtown Center Business Improvement District

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General Office Duties (or life after Amy)

▲	Shawn B.	Mon, Apr 24	to	Fri, Apr 28
▲	Mike F.	Mon, May 1	to	Fri, May 5
▲	Elisabeth C.	Mon, May 8	to	Fri, May 12
▲	Joanne D.	Mon, May 15	to	Fri, May 19
▲	Kevin B.	Mon, May 22	to	Fri, May 26
▲	Lena M.	Mon, May 29	to	Fri, Jun 2
▲	Joan N.	Mon, Jun 5	to	Fri, Jun 9
▲	Julia M.	Mon, Jun 12	to	Fri, Jun 16
▲	Elan S.	Mon, Jun 19	to	Fri, Jun 23
▲	Lena M.	Mon, Jun 26	to	Fri, Jun 30
▲	Mike F	Mon, Jul 3	to	Fri, Jul 7
▲	Joanne D.	Mon, Jul 10	to	Fri, Jul 14
▲	Elisabeth C.	Mon, Jul 17	to	Fri, Jul 21
▲	Kevin B.	Mon, Jul 24	to	Fri, Jul 28
▲	Shawn B.	Mon, Jul 31	to	Fri, Aug 4

— Attachments: —

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image004.jpg	524 bytes
General Office Tasks 2017.04.24.doc	37.0 KB

image005.png

30.1 KB